

Candidate Checklist for Grads

Advancing to candidacy and Graduation -- MS & PhD	Due
1 ___ An APPROVED plan of study for the degree you are seeking must be on file with the Graduate School**	By the first day of the semester in which you intend to graduate
2 ___ Register as a candidate using the form sent by the grad office (CAND 991, CAND 992, or CAND 993) (apply for "Reduced Course Load" if registering exam or degree only-link below (*International students only)	By the first day of the semester in which you intend to graduate
3 ___ Indicate participation in commencement and reserve your cap and gown via the Graduation tab in MyPurdue	see commencement link below for deadline
4 ___ PhDs, remind your Major Professor to RSVP for commencement participation	see commencement link below for deadline and form
5 ___ Begin OPT process (see link below for instructions and details)	May 15 for August graduation
5 ___ *International students only	September 15 for December

***PhD candidates must have 2 full semesters of registration between prelim and final defense*

Defending & depositing your thesis/dissertation (MS thesis & PhD Only)	Due
6 ___ File a Form 8 "Request for Appointment of Examining Committee" with the Graduate School via myPurdue	At least four weeks <u>before</u> defense date
7 ___ Optional: Attend a Thesis Formatting Workshop (Very helpful and highly recommended)	See link below
8 ___ Send advisor approved abstract to Grad Administrator	At least one week before defense date
9 ___ Initiate the Electronic Thesis Acceptance Form via myPurdue	Day of defense
10 ___ Upload thesis/dissertation	See link below

Checkout and exit interview	Due
11 ___ Print Graduate Student Checkout Form from ChE Grad webpage	See link below
12 ___ Complete Exit interview survey	Before you leave campus
13 ___ Turn in Graduate Student Checkout Form with all signatures to ChE Grad Administrator	Before you leave campus

Key Resources for ChE Grad Candidates
<input type="checkbox"/> Graduate Student Checkout Form: https://engineering.purdue.edu/ChE/academics/graduate/documents/checkout_form
<input type="checkbox"/> Thesis/Dissertation Office: https://www.purdue.edu/gradschool/research/thesis/
<input type="checkbox"/> Commencement information: http://www.purdue.edu/commencement/
<input type="checkbox"/> Reduced Course Load request: https://www.iss.purdue.edu/Current/F1/MaintainingLegalStatus.cfm
<input type="checkbox"/> OPT Information: https://www.purdue.edu/jppu/iss/student/f1/employment/opt.html

Copy and paste the link into your browser
Please contact the ChE Grad Office with any questions.